



**PHILIPPINE NATIONAL OIL COMPANY**

PNOC Building VI, Energy Center

Rizal Drive, BGC, Taguig City

Tel. No.: 8789 – 7662

[www.philgeps.gov.ph](http://www.philgeps.gov.ph) / [www.pnoc.com.ph](http://www.pnoc.com.ph)

**REQUEST FOR QUOTATION / PROPOSAL**

The PHILIPPINE NATIONAL OIL COMPANY (PNOC) through its Bids and Awards Committee (BAC), invites all interested and PhilGEPS-registered suppliers / contractors / consultants to submit quotations / proposals for the following company requirements:

Date : **November 16, 2021**  
Project Title : **2022 Pest Control Services**  
Reference No. : **2022-EPA-005**  
Total ABC : **PhP170,900.00 (LOT 1: PhP110,900.00/LOT 2: PhP60,000.00)**  
Submission Deadline: **November 23, 2021; 5:00PM**

Accomplished **Price Quotation/Proposal and Compliance Form** may be submitted through registered or electronic mail to the PNOC Procurement Management Division at the above address or to [procurement@pnoc.com.ph](mailto:procurement@pnoc.com.ph) and [armponce@pnoc.com.ph](mailto:armponce@pnoc.com.ph) no later than the submission deadline together with the following documentary requirements and information:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Signed Terms of Reference/Specifications
- Notarized Omnibus Sworn Statement- "Annex A" (Non-notarized copy may be submitted prior to submission deadline, but notarized one shall be submitted after award or before payment)

The PNOC reserves the right to accept or reject any or all quotations/proposals or parts thereof, to waive formality therein or to accept such or to award any that are considered most advantageous to the company. This is part of the Early Procurement Activities of PNOC through the 2022 National Expenditure Program.

Thank you.

  
**EVANGELINE B. ALBAYTAR**  
Chairperson  
Bids and Awards Committee



## TERMS OF REFERENCE

### **LOT 1: 2022 Pest Control Services for PNOC Buildings at Taguig City and PNOC Tagaytay Property at Tagaytay Highlands.**

Project Title : 2022 PEST CONTROL SERVICE  
Contract Duration: January 1, 2022 to December 31, 2022

#### Terms and Conditions

1. The coverage/scope of works/services shall include the following:
  - a. Supply of services for pest control of all floors of PNOC Buildings at Fort Bonifacio, Taguig City
  - b. Supply of services for pest control at PNOC property at Tagaytay Highlands
2. Requirements:
  - a. Contractor/Agency must have at least 5 years in operation
  - b. Contractor shall ensure that the supplies/chemicals used is approved by the Fertilizer and Pesticide Agency (FPA)
  - c. Service personnel should be licensed by FPA
  - d. Contractor shall submit an after-service report indicating measures taken, materials used, findings and recommendations

#### Scope of Works/Duties and Responsibilities

1. Provide general pest control services, labor and materials (i.e. chemicals, tools and equipment, supervision, transportation for pest control/termite management of PNOC properties located at:
  - a. Fort Bonifacio, Taguig- PNOC bldgs. 6, 5, 3(RMIC), 4A, 4B, warehouse, computer bldg. (record center), laboratory, GYM. PNOC
  - b. PNOC-Tagaytay at Savannah St., The Verandas, Tagaytay Highland
2. Conduct site inspection and survey of the buildings, including perimeter and grounds to determine infestations or location of the breeding sites of the pest;
3. Undertake appropriate pest measure :
  - a. Flying insects (ants, mosquitoes, flies, moths, etc.)
  - b. Crawling insects (cockroaches, bugs, fleas, weevils, beetles, borers, etc.)
  - c. Rodents
4. Servicing at least twice a month of the following
  - a. Misting of rooms, offices, perimeter, plant, boxes and other enclosure versus flying insects;
  - b. Spraying versus crawling insects;
  - c. Application of pesticide versus borer, weevils, or wood infestation;
  - d. Installation of baits or traps versus rodents;
  - e. Fogging versus flying insects where applicable (one month inside and twice a month outside the building);

- f. Conduct survey after servicing, inspect and undertake additional or corrective servicing
- 5. Servicing for PNOC bldg. 4a and 4b will be every six (6) months until the buildings are occupied.
- 6. Other terms:
  - a. Servicing to be done on weekends only;
  - b. Supplies should be FPA certified;
  - c. Service personnel should be licensed (FPA);
  - d. Chemical to be used should be pyrethroids

## **LOT 2: 2022 Pest Control Services for PNOC Staffhouse, Lamao, Limay, Bataan**

### **A.) Project Title:**

Pest Control Services for PNOC staff house/compound

### **B.) Period of engagement:**

Period of one (1) year on a scheduled basis starting January 01, 2022 to December 2022

### **C.) Location of Project:**

PNOC Staff House, Barangay Lamao, Limay, Bataan

### **D.) Scope of Works:**

- a.) The CONTRACTOR shall supply services (labor and supervision); materials (chemicals, tools and equipment) and transportation and other expenses for the Comprehensive pest control / termite prevention management at the PNOC facilities/compound, located in Brgy. Lamao, Limay, Bataan;
- b.) Conduct thorough inspection of the structure, perimeter and grounds; and undertake appropriate pest control measures versus termite, borers, insects, rodents as follows:

#### **Termite Treatment:**

- 1. Soil poisoning along the perimeter and other entry points of termites by sub-slab termiticide application, trenching and soil injection method. Drilled holes must be sealed with cement after the treatment, if drilled holes are in cemented areas;
- 2. Treatment of all wood structures/materials affected by termites with drenching and spraying of appropriate termiticide. Drenching shall also be done to all places and passage of termites;
- 3. Demolition and treatment of termite mounds and colonies within the area, if any;
- 4. Installation of Above Ground (AG) stations inside the structure should there be "live" termites to eliminate termite colony, if necessary.

**Pest Control for Crawling and Flying Insects and Rodents:**

1. Installation of bait or traps versus crawling and flying insects; and rodents.
2. Spraying, fogging and misting for the control of all crawling and flying insects.
3. Application of gel baits on areas where cockroaches or ants are present and where spraying is not allowed.

**E.) Other terms:**

- a.) Service personnel/company should be duly licensed by appropriate government licensing agency to conduct pest control services.
- b.) The Chemicals to be used must be regulated and approved by the Bureau of Food and Drug Administration to ensure safety to public health and environment.
- c.) The Contractor shall coordinate with the Asset Management Department at least ten (10) working days prior to the date of pest control treatment/servicing for the purpose of scheduling of activities and proper documentation in entering the PNOC facilities/compound in Limay.
- d.) The actual activities shall be conducted in the presence of a PNOC representative who shall then issue a Certificate of Final Acceptance.
- e.) The Contractor shall submit the following reports regularly:
  1. After service report for each treatment date indicating the measures taken, materials/chemicals used, its findings and recommendation; and
  2. A consolidated quarterly report on its findings on the condition of the subject property pertaining to pest control, and services rendered to remedied or prevent the proliferation of pests within the properties including the perimeter and grounds.
- f.) The Contractor must provide service warranty.
- g.) The Contractor to meet with AMD personnel prior to the conduct of the pest control services for clarification/information of the procedures to be undertaken and materials to be used for the treatment.

**F.) Treatment Schedule:**

The Contractor to commence the massive treatment on March 2022 and a quarterly treatment /servicing on June 2022, September 2022 and December 2022.

Prior to the massive treatment schedule, the Contractor are required to conduct thorough inspection of the structure/perimeter/grounds in order to undertake appropriate pest control measures to be implemented in the facilities.

**G.) Terms of payment:**

Payment to the Contractor shall be made within thirty (30) days after the receipt of the Statement of Account for the pest control services rendered and accepted on the following schedules March, June, September & December.

After service report is required to validate and process the payment.

<b>LOT No.</b>	<b>DETAILS</b>	<b>AMOUNT</b>
<b>1</b>	2022 Pest Control Services for PNOC Buildings at Taguig City and PNOC Tagaytay Property at Tagaytay Highlands ABC: PhP110,900.00	
<b>2</b>	2022 Pest Control Services for PNOC Staffhouse, Lamao, Limay, Bataan ABC: PhP60,000.00	

**TERMS AND CONDITIONS**

1. Payment Terms: Government Terms - full payment upon completion of delivery/implementation, or subject to the conditions specified in the Scope of Works/Activities or Terms of Reference.
2. All entries shall be typed or written in a clear legible manner.
3. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
4. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document.
5. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
6. In case of tie quotations, tie breaking shall be on draw lots or toss coin.
7. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference / Technical Specifications Sheet.
8. During evaluation of quotation/proposal, the project proponent may require additional documents to verify, validate and ascertain the compliance of the supplier/contractor or consultant.

We undertake, if our Proposal is accepted, to supply/deliver the goods/services in accordance with the specifications and/or delivery schedule.

We agree to abide by this quotation/proposal for a period of thirty (30) calendar days, which is the price's validity period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Contract or a Purchase Order is executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

**Signature over Printed Name** : \_\_\_\_\_

**Designation / Position** : \_\_\_\_\_

**Name of Organization** : \_\_\_\_\_

**Address** : \_\_\_\_\_

**Telephone Nos. and Email Address** : \_\_\_\_\_